



OFFICIAL RESPONSES TO APPLICANT QUESTIONS  
RFP-2021-DPHS-03-EDUCA

No.	Question	Answer
1.	<b>Section 2 BACKGROUND, Subsection 2.2. Background.</b> What is the business reason for posting this RFP now?	See Section 2 Background, Subsection 2.2 Background.
2.	<b>Section 2 BACKGROUND, Subsection 2.2. Background.</b> What are the challenges that your agency hopes to resolve with this engagement?	The challenges Department seeks to resolve relate to: 1) addressing the burden of chronic disease 2) underutilization of healthcare professionals use of evidence-based prevention and control clinical strategies and 3) lack of referral to community-based programs/resources
3.	<b>Section 2 BACKGROUND, Subsection 2.2. Background.</b> What are the challenges with the current processes and services?	See Section 2 Background, Subsection 2.2 Background.
4.	<b>Section 3 Scope of Services, Subsection 3.2. Scope of Services, Part 3.2.1.</b> Does the state have a list of the credentialing bodies that are preferred for this requirement?	No, the selected vendor must meet the requirements of Section 3.2.1.
5.	<b>Section 3 Scope of Services, Subsection 3.2. Scope of Services, Part 3.2.1., Subpart 3.2.1.10.</b>	The Department will provide contact information of organizations and key stakeholders it has connections with to the selected vendor; however, additional outreach by the selected vendor may be necessary.

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	To what degree will the Departments team assist the vendor in gaining access to the organizations and key stakeholder within the various groups described in this section?	
6.	<p><b>Section 3 Scope of Services, Subsection 3.2. Scope of Services, Part 3.2.4.</b></p> <p>Does the state feel that live in-person meetings in the conference format described will be necessary during this engagement, given current social distancing requirements, or would an all-virtual solution be considered?</p>	The Department will consider a virtual solution.
7.	<p><b>Section 3 Scope of Services, Subsection 3.2. Scope of Services, Part 3.2.5. Diabetes and Heart Disease Scope of Work, Subpart 3.2.5.1.</b></p> <p>Can the state describe the total number of individual participants they expect (and want) to participate in each of these training events?</p>	<p>This will depend on which provider group is targeted per event. For example, in NH, there are approximately 140 Certified Diabetes Care and Education Specialists, over 20 accredited/recognized diabetes education programs and 2,700 licensed pharmacists. The number of individuals are subject to change.</p> <p>The total number of participants will depend on the provider group targeted. The selected vendor must work with Department to determine appropriate targets, such as percentage of provider groups.</p>
8.	<p><b>Section 3 Scope of Services, Subsection 3.2. Scope of Services, Part 3.2.5. Diabetes and Heart Disease Scope of Work, Subpart 3.2.5.3.</b></p> <p>Can you clarify "providing financial assistance?"</p>	<p>Financial assistance means providing funding directly to training attendees/covered populations to implement strategies.</p> <p>See Addendum #2.</p>



No.	Question	Answer
	Can you clarify the funding for these initiatives?	
9.	<p><b>Section 3 Scope of Services, Subsection 3.2. Scope of Services, Part 3.2.6 Arthritis Scope of Work.</b></p> <p>Do you anticipate the vendor to support logistical activities only?</p>	No.
10.	<p><b>Section 3 Scope of Services, Subsection 3.2. Scope of Services, Part 3.2.6 Arthritis Scope of Work</b></p> <p>Can you provide an estimate of the number of Walk With Ease trainings required and a target number of health care providers to be trained?</p> <p>Can you clarify what type of training you are seeking i.e. the leader training or training to educate providers about WWE and how to make referrals.</p>	<p>No See Addendum #2.</p> <p>The vendor's proposal can suggest an appropriate number of trainings and healthcare providers to increase referral and enrollment in Walk With Ease. See Addendum #2.</p>
11.	<p><b>Section 3 Scope of Services, Subsection 3.2. Scope of Services, Part 3.2.6 Arthritis Scope of Work, Question 5.</b></p> <p>Is it the intent of the State that the vendor fund these activities through fees charged to participants?</p>	No, the intent is that the vendor funds these activities primarily <u>with contract funds.</u>



No.	Question	Answer
12.	<p><b>Section 3 Scope of Services, Subsection 3.2. Scope of Services, Part 3.2.7. Cancer and WISEWOMAN Scope of Work</b></p> <p>In terms of conducting an awareness campaign for BCCP, does the vendor need to purchase media from contract funds or are there additional funds available?</p>	The selected vendor will need to use contract funds to purchase media and conduct marketing/outreach for the campaign.
13.	<p><b>Section 3 Scope of Services, Subsection 3.2. Scope of Services, Part 3.2.7. Cancer and WISEWOMAN Scope of Work</b></p> <p>In terms of conducting an awareness campaign for BCCP, do you want the vendor to use the current BCCP developed material and campaign assets?</p>	Yes.
14.	<p><b>Section 3 Scope of Services, Subsection 3.2. Scope of Services, Part 3.2.7. Cancer and WISEWOMAN Scope of Work</b></p> <p>For the Cancer and WISEWOMAN initiative, can you provide information about the number of people that need to be reached in each of these target populations?</p>	<p>The vendor's proposal can suggest an appropriate number of individuals to be reached for the Cancer and WISEWOMAN program.</p> <p>See Addendum #2</p>
15.	<b>Section 3 Scope of Services, Subsection 3.2.</b>	Yes.



No.	Question	Answer
	<b>Scope of Services, Part 3.2.7. Cancer and WISEWOMAN Scope of Work, Subpart 3.2.7.4.</b>  Does marketing need to be underway in six months?	
16.	<b>Section 3 Scope of Services, Subsection 3.2. Scope of Services, Part 3.2.8.</b>  Does the state expect the vendor to charge participants and exhibitors attendance fees for these events to cover the costs of delivering them?	No, the intent is that the vendor funds these activities primarily <u>with contract funds</u> .
17.	<b>Section 3 Scope of Services, Subsection 3.3. Reporting Requirements. Question 10.</b>  Please clarify what you are looking for in terms of a schedule of educational sessions.	See Section 3.2.5.
18.	<b>Section 3 Scope of Services, Subsection 3.4. Performance Measures.</b>  What are the specific improvements your agency would like the next contractor to bring to your processes and services?	See Section 3 Scope of Services, Subsection 3.4 Performance Measures.
19.	<b>Section 3 Scope of Services, Subsection 3.4. Performance Measures.</b>  Are the stated measures performance targets	All provisions of the contract are subject to the terms in the P-37 General Provisions (Appendix A).



No.	Question	Answer
	only, or are there contractual implications for the vendor if the targets are not met?	
20.	<b>Section 3 Scope of Services, Subsection 3.5. Compliance, Part 3.5.5. Culturally and Linguistically Appropriate Services</b> Can you please specify translation requirements for materials that need to be developed in other languages? Which languages need to be accommodated?	See Section 3.5.5.
21.	<b>Section 3 Scope of Services, Subsection 3.5. Compliance, Part 3.5.5. Culturally and Linguistically Appropriate Services</b> Will all training and marketing material need to comply with ADA requirements for accessibility?	See Section 3.5.5.
22.	<b>Section 4 Finance, Subsection 4.1 Financial Standards, Part 4.1.1.</b> What is the budget range that has been established for the duration of this engagement?	Please see Section 4, Finance, of the RFP.
23.	<b>Section 4 Finance, Subsection 4.1 Financial Standards, Part 4.1.2.</b> Can the state give more clarification or provide an example on this budget restriction?	Negotiated Indirect Cost Rate Agreement's may be submitted for indirect cost rates. All direct costs should be budgeted based on the projected actual cost (e.g., supplies should be budgeted based on the actual anticipated cost of supplies) rather than as a percent of the budgeted salary and benefits.

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24.	<b>Section 4 Finance, Subsection 4.1, Subpart 4.1.4.</b> Are we required to submit the detailed budgets by fiscal year and by Department, or will the departments roll together by fiscal year?	Budgets must be submitted by State Fiscal Year, and by program (e.g. Diabetes, Arthritis, etc.) as detailed in the maximum anticipated funding and funding periods in 4.1.4.
25.	<b>Section 4 Finance, Subsection 4.2. Match Requirements.</b> Can the 25% in-kind funding for WISEWOMAN include a media match or in-kind donation?	Yes. The conditions of “in-kind” are outlined in the Federal Regulation being cited – 2 CFR §200.96
26.	<b>Section 4 Finance, Subsection 4.3. Budget, Staff List and Budget Narrative</b> Does a cumulative budget covering all fiscal years need to be submitted?	No. Please see Section 4.3.1.
27.	<b>Section 5 Proposal Evaluation, Subsection 5.1 Selection</b> What additional details will the Department provide concerning how the winning proposal will be selected?	All details are publically available on the Department’s website. See Section 5 Proposal Evaluation.
28.	<b>Section 6 Proposal Process, Subsection 6.2 Procurement Timetable, Line 4, Proposal Submission Deadline.</b> Will the Department extend the Proposal Submission Deadline?	Any changes to RFA-2021-DPHS-04-COMMU will be published to the Department’s website as an Addendum. .
29.	<b>General.</b>	No. It must be legible.

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No.	Question	Answer
	Is there a page limit, page margin, and/or font requirement for the Technical Proposal?	
30.	<b>General</b>  Does the Department have a current contract for these services?	Yes. The latest contract was approved by the Governor and Executive Council on August 5, 2020, item #20. State of New Hampshire contracts can be found on the New Hampshire Secretary of States website: <a href="https://sos.nh.gov/administration/miscellaneous/governor-executive-council/">https://sos.nh.gov/administration/miscellaneous/governor-executive-council/</a>
31.	<b>General</b>  Was RFP-2021-DPHS-03-EDUCA published anywhere other than the Department's website?	No.
32.	<b>Appendix A – P-37 General Provisions, Section 5 Contract Price/Price Limitation/Payment. Subsection 5.3.</b>  Can the State remove Section 5.3 “The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law?”	No.
33.	<b>Appendix A – P-37 General Provisions, Section 6 COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY , Subsection 6.1:</b>  Can the State revise Section 6.1 to:	Yes.



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No.	Question	Answer
	<p>6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all <b>applicable</b> federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws, <b>in accordance with U.S. Patent Law.</b></p>	
34.	<p><b>Appendix A – P-37 General Provisions, Section 6 COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY, Subsection 6.3:</b></p> <p>Can the State revise Section 6.3 to:</p> <p>6.3. The Contractor agrees to permit the State or United States access, <b>with reasonable notice and during normal business hours and subject to acts of God</b>, to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms</p>	No.

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	and conditions of this Agreement.	
35.	<b>Appendix A – P-37 General Provisions, Section 7 Personal , Subsection 7.2:</b>  Can the State strike Section 7, Personnel, Subsection 7.2?	No.
36.	<b>Appendix A – P-37 General Provisions, Section 8 Event of Default/Remedies ,</b>  Will the Department consider making modifications to Section 8?	Yes. However, the Department does not guarantee that proposed modifications will be accepted.
37.	<b>Appendix A – P-37 General Provisions, Section 10. Data/Access/Confidentiality/Preservation, Subsection 10.2:</b>  Will the Department consider making modifications to Section 10?	Yes. However, the Department does not guarantee that proposed modifications will be accepted.
38.	<b>Appendix A – P-37 General Provisions, Section 13. Indemnification.</b>  Can the State negotiate Section 13 Indemnification?	The State may negotiate some limits to the selected vendor's indemnification responsibility, but the State cannot agree to indemnify.
39.	<b>Appendix A – P-37 General Provisions,</b>	Yes. However, the Department does not guarantee that

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No.	Question	Answer
	<b>Section 14 Insurance, Subsection 14.1.1.</b> Will the Department consider making modifications to <b>Section 14</b> ?	proposed modifications will be accepted.
40.	<b>Appendix A – P-37 General Provisions, Section 14 Insurance, Subsection 14.2.</b> Can the selected vendor be self-insured?	Yes.
41.	<b>Appendix A – P-37 General Provisions, Section 15 Workers Compensation:</b> Can the State remove this provision?	No.
42.	<b>Appendix A – P-37 General Provisions, Section 18 Choice of Law and Forum:</b> Can the State remove this provision?	No.